Training at the Tower

Special points of interest:

- **Training at the Tower explained**

- **Enrollment process changes**

- **"Just in Time" training testimonial**

- **More on SharePoint**

Inside this issue:

Spotlight on Juanita Shever

Juanita is an administrative specialist II for the Department of Housing, Buildings and Construction and works in the Division of Plumbing in Jefferson County. She has many daily duties that help make the office of 10 run smoothly. After joining the division, Juanita learned that plumbing construction permits could be looked up in a search by county, permit type, business and homeowner names on the Division of Plumbing Web site . However, permits could not be searched by address. Juanita came up with a basic Excel program to perform such a search. Now plumbing inspectors can call Juanita and search any address in Jefferson County to find out if plumbing construction permits have been procured. On a daily basis, inspectors come across homes and businesses where plumbing work is being done. One sure way to see if a plumbing construction permit has been purchased is to call Juanita, and she can give them the answer in a matter of a few key stokes.

Since first developing this program, Juanita decided to expand her knowledge to make her program even better. She made arrangements to take Excel 2003, Word 2003, Web Design and Publisher classes offered by the Tower. She is now in the process of putting together an even more informative program, where it will be easier to transfer information from the Division of Plumbing Web site to the Jefferson County Plumbing Permit Excel program. The permit information will be separated in the same manner as the current Web site, but will include the ability to search by address. The ability to put this information into spreadsheets will create a more efficient and organized office, and will be especially helpful to the inspectors who ensure the health and safety of citizens living in Jefferson County is protected and that all plumbing in the county is permitted and inspected.

Many of us in Jefferson County have seen the effects the classes have had on Juanita and have chosen to expand our own knowledge by taking some of the courses offered at the Tower.

Floyd Schanz
Jefferson and Oldham County Supervisor
Division of Plumbing
312 Whittington Pkwy, Ste. 100

Training at the Tower class schedules for July, August, and September are posted on the Web site!

NEW: Universal Training Registration Form

At last, an interactive Web form has been created to replace the old Adobe forms that were used to request an enrollment. Those forms also served as completion documentation for the employee.

The new form, located in www.eec.ky.gov/Training/Enrollmentprocess.htm requires that *all* pertinent information be entered. After the form is completed, use the submit button. The sending process is invisible to the training coordinator/liaison.

The form will then be processed and notification will be sent to the training coordinator/liaison and employee.

Training provided to all state government employees

The **Energy and Environment Cabinet** can provide training to all state government employees. The program is known as **Training at the Tower**. Employees outside the Energy and Environment Cabinet and the Public Protection Cabinet are charged a small fee. The goal is to offer Microsoft training and other classes at a reduced price so that the cabinet may continue to provide this service to all personnel both locally and affordably.

There are four training tracks available:

"Just in Time" training for those emergency situations. The employee may make an appointment to come for training targeted to their special need to complete a project.

"Basic to Power User" training for those interested in becoming an expert in office applications. Training offered provides employees hands-on training in each of the functions of the Office software. Upon completion of the entire course, the employee will not leave the class as a Power User but will have all the tools to become one.

"Certification Training" can be offered if enough employees are interested in obtaining the Microsoft Office User Specialist (MOUS) certification.

"What's New in Office 2007" to assist employees in the transition from Office 2003 to Office 2007. The two-day class covers Word, Excel and PowerPoint changes and enhancements and incorporates hands-on practice for the employees. Another version of the class which is a one-day demonstration class. The one-day version must be privately arranged through Debbie Dean or Jan Hughes.

This two-day class is ideal for the experienced Office 2003 user or an employee who is considering upgrading to Office 2007 and wants to learn more about the interface and it's new features. Compatibility issues and file formats will also be discussed. Office 2007 offers the most functionality of any Office product to date. Compatibility issues and file formats will also be discussed. Office 2007 offers the most functionality of any Office product to date.

Analyze your information to make better decisions. Office Excel 2007 provides **new** tools for filtering, sorting, graphing, and visualizing information so you can analyze business information more easily. For more advanced analysis, improved PivotTable and PivotChart views are now much easier to create. Learn more about Office Excel 2007 in the July and August classes.

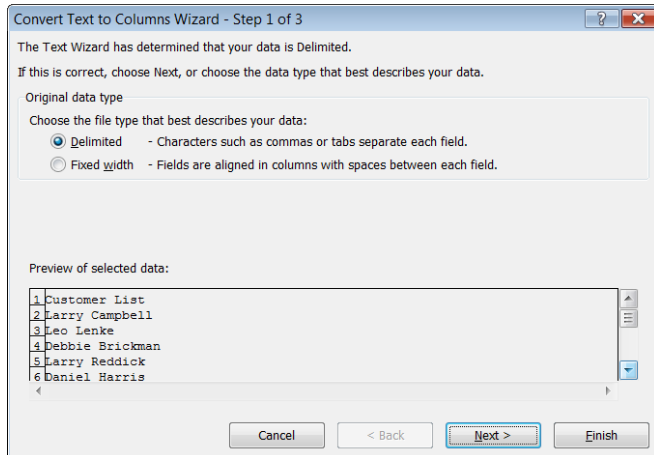**Create professional-looking documents and presentations in less time.**

Microsoft Office Word 2007 includes new templates and tools that make it easier to reuse content, apply professional formatting, and quickly preview changes. Microsoft Office PowerPoint 2007 makes it quicker and easier to create more dynamic presentations with an extensive library of customizable themes and slide layouts, and new graphic tools enable you to create powerful charts, SmartArt graphics, and tables, and then instantly preview formatting changes. Learn more about Office Word 2007 and Office PowerPoint 2007 offered in July and August training schedules.

Universal Training Form has been redesigned

The new Web-based form has been posted to the Web site. Please discontinue using the old Adobe forms. Refer to www.eec.ky.gov/Training/Enrollmentprocess.htm and bookmark this site.

Just in Time Training works!

I recently received Just in Time training pertaining to mail merge and it allowed me to complete a task I would not have otherwise finished in time. The course was very helpful and it did not take very long. I was able to learn everything I needed to know, go back and forth between my office and the tower, and still get more done in less time. I highly recommend this resource to any employee who believes there may be a more efficient way of going about a particular project.

"Just in Time" saved the day and allowed me to do twice as much work in half the time.

Thanks for the resource - it has proven to be a success.

Chris Ewing
Environmental Technologist I
Division of Waste Management
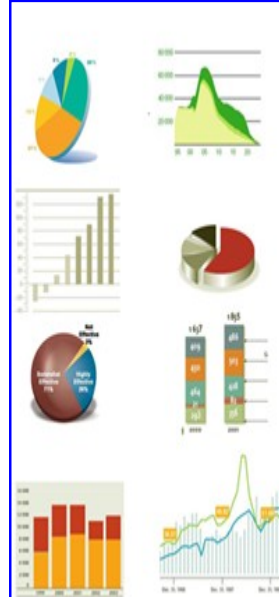Department for Environmental Protection
200 Fair Oaks, Frankfort, KY 40601

NEW!!!   Convert Text to Columns Wizard Excel

A welcome new feature in Excel is the Convert Text to Columns Wizard, which allows you to separate simple cell contents, such as first and last names, into separate columns.

Designing Excel 2007 charts IS more interesting

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:
- ● Delimited   - Characters such as commas or tabs separate each field.
- ○ Fixed width   - Fields are aligned in columns with spaces between each field.

Preview of selected data:

```
1 Customer List
2 Larry Campbell
3 Leo Lenke
4 Debbie Brickman
5 Larry Reddick
6 Daniel Harris
```

Cancel   < Back   Next >   Finish

1.   Select the cell range that you want to split into columns.
2.   Click the Data tab on the Ribbon.
3.   Click the Text to Columns button on the Data Tools group.
4.   Click the Delimited radio button.
5.   Click Next.
6.   Select the delimiter type you want to use.
7.   Clear any other of the delimiter check boxes.
8.   Click Next.
9.   Click a column in the preview window and click the Text radio button. Repeat for each column that you are converting.
10.   Click the Collapse Dialog Box button to the right of the Destination text box and select the desti-nation for the new columns.
11.   Click the Expand Dialog Box button.
12.   Click Finish.

SharePoint Workflow

The version of SharePoint we will implement permits users to route a document for approval or get feedback from the whole team with-out having to babysit their follow-up tags and Sent Items folder in Outlook. All users will have to do is click the drop down arrow next to the document and choose Workflow. They can then fill in the names and let SharePoint do the rest. Users will receive e-mails telling them that a task has been assigned with a hyperlink to the document. When they follow the hyperlink, they will see a pane at the top of the document containing the Approve button. Meanwhile, SharePoint is keeping them posted by updating the workflow status and documenting the progress of the document through the approval process.

Training at the Tower

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Displaying Negative Percentages in Red

Excel includes quite a few different formats you can use for the information in a worksheet. This tip will allow you to set up percentages so they appear red. This method uses conditional formatting. The directions are for Excel 2007:

1. Select the cell (or cells) that may contain negative percentages.
2. With the Home tab of the ribbon displayed, click the Conditional Formatting option in the Styles group. Excel displays a palette of options related to conditional formatting.
3. Choose New Rule. Excel displays the New Formatting Rule dialog box.
4. In the Select a Rule Type area at the top of the dialog box, choose Format Only Cells that Contain.
5. Using the left-most drop-down list in the criteria area, select Cell Value. (This option may already be selected, by default.)
6. Make sure the center drop-down list is Less Than.
7. In the box to the right of the second drop-down list, enter the numeral 0.
8. Click Format. Excel displays the Format Cells dialog box with the Font tab selected.
9. Use the Color drop-down list to choose the shade of red you want used for the negative percentages.
10. Click OK to close the Format Cells dialog.
11. Click OK to close the New Formatting Rule dialog.

Enrollment Procedure for Training at the Tower classes

1. Employees should view the training schedules located at TRAINING at the TOWER then determine which class they wish to take.
2. Contact the training liaison or coordinator with their decision. The training coordinator or liaison will contact Debbie Dean to determine class seating availability.
3. Complete the Universal Training Registration form and submit via the button on the form. The Universal Training Form has been loaded to the Web site. **www.eec.ky.gov/Training/Enrollmentprocess.htm**
4. The cost for non EEC/PPC employees is $ 75 per class. The billing is done by an ITI and through EMARS.
5. It is advisable to **sign up for the entire course,** although it is not required. Upon completion of the course, a cer-tificate will be issued. For individual classes completed, a completion form is issued.
6. The employee and training coordinator/liaison are notified with a confirmation via e-mail.
7. The employee must print and bring the e-mail registration form to the class.
8. When class is complete, the form is validated with Debbie Dean's my signature and date. Usually a copy of this form is given to the training coordinator/liaison by the employee.